**Ethel Everhard Memorial Library Board of Trustees**

**February 8, 2021 Meeting Rescheduled to February 22, 2021 Meeting Minutes**

**Presiding Officer:**  President LeeAnn Kittleson called the meeting to order at 7:00 pm.

**Roll Call:**  LeeAnn Kittleson, Karen Christensen, Bruce Dethlefsen, Nancy Nelson, Karen Robotka and Library Director Paul Ninneman were present.

**Agenda:** Motion by Christensen, second by Robotka to approve Agenda, add “Amended” to heading and correct date under “D. Approval of Minutes of January 11, 2021 regular meeting.” **MC — 5 yes, 0 no**

**Minutes:** Motion by Robotka, second by Kittleson to approve January Minutes. **MC – 5 yes, 0 no**

**Public comments:**  None.

**Reports**:

1. Financial Reports
2. Motion by Robotka, second by Dethlefsen to approve January and February 2021 Vouchers. **MC – 5 yes, 0 no.** Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Christensen – yes; Nelson – yes; Robotka – yes.
3. Review Income and Expense Reports.
4. Nelson suggested splitting out Materials into categories such as Books, DVDs, etc.
5. Income Report is static
6. Expense Report requires changing to reflect actual 2020 expense in some line items.
7. Director’s Report
8. Calendar presented
9. Monthly Statistics presented
10. Blind Date with a Book promotion is underway
11. Winter Reading Program is over
12. DVDs reorganized
13. Meeting Room Usage: 3 entities used the room
14. Amazon Prime: Recommend subscribing to Amazon Prime to take advantage of free 2-day free shipping
15. Hotspots: Patron has not returned a hotspot. Discussion as to how to handle situation.
16. Play-Away: Discussion determined library will not be ordering any more units.
17. Website Questions: Review and no action
18. High School Art: Inquiry from art director as to displaying high school art in the library. Paper or fibrous materials will be featured in the display case in the lobby so as not to be damaged from covid-19 disinfectant sprays; non-porous items can be displayed at will in the library.
19. Dr. Seuss Activity Bags will be available featuring The Lorax, a display will be put up and if Dr. Seuss books are read there will be a drawing for a Dr. Seuss hat.
20. Friends of the Library – reported by Karen Robotka
21. Book Sales are continuing in the lobby.

**Unfinished Business:**

1. TEACH Grant awarded $1,762. Discussion re outline of monies that could be applied on a cost-sharing basis with the library and those items that would be paid for at 100% by the Grant proceeds.
2. Additional Hot Spots could be funded.
3. Service is expiring in April for Hot Spots that were awarded to the library through a grant last year. Suggest checking out what provider service is available for the existing Hot Spots and possible additional Hot Spots before making decision.
4. Revisit Grant monies distribution at next board meeting.Meeting Room Renovations
5. Library Operation and Covid-19
6. Dethlefsen moved to keep current mask requirement in place until further notice, second by Kittleson **MC – 5 yes, 0 no**
7. Meeting Room Renovations
8. Nelson distributed outline and proposed timetable with financial opportunities available, along with a copy of the Ethel Everhard will and Deed to the Library were presented for discussion
9. The Design Agreement for General Services library Renovation-Concept Design was presented for discussion
10. Kittleson moved to go forward with the Design Agreement for the sum of $15,000 at this time, second by Nelson **MC – 5 yes, 0 no**

Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Christensen – yes; Nelson – yes; Robotka – yes.

**New Business**

1. 2020 Annual Report Review. Motion by Dethlefsen: “The Ethel Everhard Memorial Library Board of Trustees hereby states that in 2020 the Winnefox Library System did provide effective leadership and adequately met the needs of the library.”, second by Kittleson. **MC – 5 yes, 0 no**
2. Employee Evaluations: Motion by Kittleson, second by Dethlefsen to move into closed session. **MC – 5 yes, 0 no** (WI Statute 19.85© Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.)
3. Motion by Christensen, second by Nelson to return to open session. **MC – 5 yes, 0 no.** Roll Call Vote: Kittleson – yes; Dethlefsen – yes; Christensen – yes; Nelson – yes; Robotka – yes.

**Adjourn**

Motion by Nelson to adjourn, second by Kittleson. **MC – 5 yes, 0 no**

**Next Meeting**

March 8, 2021

Minutes recorded by Nancy Nelson